



UPTOWN COMMUNITY  
PARKING DISTRICT

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ANNUAL CPD REPORT | FY 2007-08

APPROVED BY BOARD OF DIRECTORS, UPTOWN PARTNERSHIP, INC.  
AUGUST 7, 2007

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WARREN SIMON, SECRETARY



## TABLE OF CONTENTS

### **INTRODUCTION**

- 2** BACKGROUND
- 2** STRATEGIC DIRECTION
- 3** KEY PROJECTS
- 3** WORK IN PROGRESS
- 4** COMMUNITY RELATIONS
- 4** FISCAL SUMMARY

### **APPENDIX A: TASK-BY-TASK DESCRIPTIONS**

- 5** STUDIES
- 7** PROJECTS
- 11** COMMUNITY RELATIONS
- 14** FIDUCIARY DUTIES

### **APPENDIX B: BOARD OF DIRECTORS**

- 18** BOARD OF DIRECTORS
- 18** MEETING SCHEDULE



## BACKGROUND

Council Policy 100-18 establishes Community Parking Districts (CPDs) to help communities with high parking demands meet them with funds from parking meter revenues collected locally. Each CPD has an Advisory Board and a management plan. Uptown Partnership, Inc. is the nonprofit corporation that manages the Uptown CPD under contract with the City of San Diego.

The Uptown CPD has approximately 1,500 parking meters concentrated in commercial areas. The City allocates 45% of the annual revenues collected from these meters to the Uptown CPD. For FY 2007-08, the City set aside \$595,487 from parking meter revenues collected in the previous fiscal year. When the City reconciled its accounts at the end of FY 2005-06, it also added \$265,494 that was owed to the Uptown CPD.

Uptown Partnership is a 501(c)(3) corporation governed by a nine-member Board of Directors. Board members are volunteers with strong community ties. They hold 10 public meetings per year and one meeting is committed to strategic planning.

The Partnership submits this annual report in fulfillment of the City's contractual requirement. Detailed, task-by-task descriptions are appended.

## STRATEGIC DIRECTION

Our mission is to invest in projects that balance parking availability, traffic circulation, transit effectiveness, and pedestrian mobility in the Uptown Community. Uptown Partnership envisions a vibrant community in which creative collaborations enhance the vitality of businesses, sustain the health of neighborhoods, and promote a cohesive community.

In October 2006, the Board of Directors made a strategic decision to refocus its attention and funds on **multiple projects throughout Uptown**. Since 1997, the focus had been on building a capital reserve to pay for a parking structure in the heavily parking-impacted central area of Hillcrest while funding small projects elsewhere. The reasoning behind the Board's strategic shift reflects the realities of both the private market and public funding.

- *Real estate.* Neither the City nor the Uptown CPD owns property for a parking structure in Uptown. Uptown Partnership's efforts to purchase or lease property over the years have been frustrated by City constraints and market forces, and the City is not inclined to use eminent domain for this purpose.
- *Costs.* In 2005, the estimated cost to purchase a suitable parking structure site was \$7 million. Construction of a 350-space parking structure would cost another \$7 million for a total of \$14 million, which far exceeds the funds available.
- *Financing.* Bond financing through the City of San Diego is not available, and the City is unable to provide a revenue guarantee to repay a loan obtained from another source. Nor are redevelopment funds available to Uptown as they are in North Park and Downtown.

Leveraging the funds saved since 1997 to finance a multi-million dollar project is not feasible under current conditions, and the amount accrued is insufficient to construct a parking structure of any sort. Therefore, the Board has opted to fund multiple projects throughout Uptown. The budget for FY 2007-08 is the first one to reflect this strategic decision.

### KEY PROJECTS

In FY 2007-08, the *Five Points Parking and Traffic Study* succeeded on several levels.

- Re-striping for parking in **Five Points**, primarily on San Diego Avenue and India Street, added **more than 25 on-street, metered spaces** in a commercial and restaurant area with heavy parking demands.
- Installation of an **electronic V-calm sign on San Diego Avenue** alerts drivers who are exceeding the speed limit to slow down. A neighborhood advisory group identified this project as a high priority.
- **Two intersections** in Five Points have been **upgraded with new pedestrian signals** in FY 2007-08 on Washington Street at India Street and at San Diego Avenue.
- Obtaining **grants from the Redevelopment Agency and County of San Diego totaling \$210,000**. Grant funding will **construct capital improvements** in Five Points and a study. The improvements and study were identified by the affected neighborhoods.

In FY 2007-08, the *Bankers Hill Streetscape* succeeded on several levels.

- Streetscape Design Guidelines will help create a consistent "**sense of place**" as new landscaping, lighting, street furnishings, identity signage, and pedestrian-friendly improvements are added. The **Bankers Hill neighborhood originated the idea** of developing Streetscape Design Guidelines in **2007 and already has conducted one workshop** to give the consultants their initial ideas.
- The Partnership was successfully **awarded \$18,700** from Community Project Funds **to complete funding for these Streetscape Design Guidelines**. With the addition of Community Project Funds, we **can complete this project in FY 2008-09**.
- Uptown Partnership has set aside \$20,000. Apart from the direct project costs, the Partnership expects to contribute an additional \$2,000 in staff time to **facilitate an open dialogue** among the consultant, the neighborhood, City staff, and Council District 2.
- The **consultants have pledged a \$10,000 contribution of pro bono services**, for a total of \$30,000 already committed.

### WORK IN PROGRESS

Two projects for which the Partnership allocated over \$150,000 to Washington and Goldfinch intersection and Normal Street Median Reconstruction each in previous fiscal years. *Normal Street Median Reconstruction* continued to process government approvals in FY 2007 - 08. The City and Partnership expect

the project to be constructed in FY 2008 - 09. **Washington and Goldfinch** began construction in FY 2007 - 08.

- The City of San Diego broke ground in March 2008 for **intersection improvements** at Washington and Goldfinch in **Mission Hills**. Uptown Partnership’s **contribution of \$168,000** in parking meter revenues provided significant help in obtaining federal funding.
- Partnership staff is working with the Mission Hills BID and Council District Two to **mitigate neighborhood impacts during construction at the Washington-Goldfinch intersection**. They also are coordinating mitigation efforts with the Paseo Project currently underway on Ft. Stockton Drive. See page 11 for details.

**COMMUNITY RELATIONS**

As a public service, Uptown Partnership sells City parking meter cards to the public at cost. **Parking card sales** to the public in FY 2007-08 were \$150,887 significantly higher than any other parking card outlet in the City. The Partnership twice a month distributed parking cards to neighborhood resellers in Uptown for a total of \$70,845.

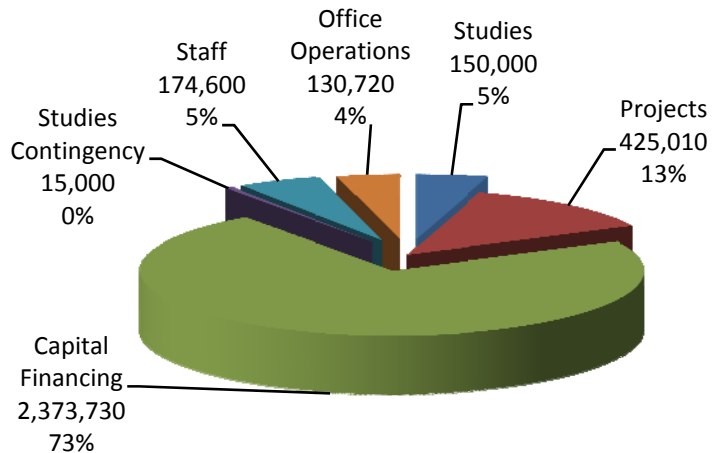
Liaison with **community organizations** is a vital element of the Partnership’s community relations efforts – usually requiring four to six meetings or presentations by staff each month.

The Partnership staff has been working with the City on **two projects** the Bankers Hill – Park West Water Main project and Washington-Goldfinch Intersection project. The Partnership **hosted meetings, emailed updates and created website pages** to mitigate the impacts of the construction on the neighborhoods.

**FISCAL SUMMARY**

At the beginning of FY 2007-08, the City allocated \$595,487 in new funding to the accumulated Uptown CPD fund amount of \$1,983,655, for a total of \$2,579,142. Uptown Partnership’s operations budget for FY 2007-08 totaled \$895,330; the chart below shows the budgeted allocations.

**Uptown Partnership, Inc.  
Program Budget FY 2007-08  
as submitted to City of San Diego  
May 7, 2007**



# APPENDIX A: TASK-BY-TASK DESCRIPTIONS

## OVERVIEW OF THE TABLES IN THIS DOCUMENT

The tables summarize two types of information: the scope of work descriptions provided to the City in Uptown Partnership’s contract for FY 2006-07 and accomplishments for each item.

The tables are divided into four categories of effort: studies, projects, community relations, and fiduciary duties.

	SCOPE OF WORK – DESCRIPTION	ACCOMPLISHMENTS
<b>STUDIES</b>	<b>UPTOWN PARKING INVESTMENT ANALYSIS</b>	
	Analyze alternatives and develop agreement with City of San Diego on acceptable types of private investments for parking meter revenues.	Comprehensive study has been split into neighborhood studies. See item below for accomplishments.
	<b>UPTOWN METER AND PARKING USE STUDY</b>	
	Conduct comprehensive analysis of on-street meter use and parking patterns in context of community land uses and traffic; Prepare recommendations to maximize usability of existing on-street parking spaces.	<p>The Comprehensive study <i>Uptown Meter Use and Parking Patterns</i> was divided into five neighborhood studies – Bankers Hill   Park West, Central Hillcrest, East Hillcrest, Five Points, Mission Hills and UCSD Hospital. The studies have incorporated bonus study <i>Community Initiated Projects</i> below. Four areas were selected to first begin due to high utilization rates, past studies and community input. Five Points began in FY 2006-07 please see <i>Five Points Parking and Traffic Improvements</i> below under the heading Projects for accomplishments.</p> <p>Mission Hills –</p> <ul style="list-style-type: none"> <li>» Partnership drafted methodology and timeline for parking study.</li> <li>» The Partnership worked to define boundaries, street mapping and has been collaborating with Mission Hills neighborhood groups.</li> </ul> <p>Central Hillcrest –</p> <ul style="list-style-type: none"> <li>» Partnership researched and prepared valet and shuttle service information. Staff drafted methodology for the Central Hillcrest study.</li> <li>» Partnership hosted a meeting with a focus group of ‘stakeholders’ from Hillcrest to research viability of valet or shuttle service and research parking needs.</li> </ul> <p>East Hillcrest –</p> <ul style="list-style-type: none"> <li>» Partnership began process of drafting methodology for study. Normal Street DMV may be available for leasing and the Partnership has incorporated identifying uses of the lot. See number (5) below to see accomplishments with the DMV.</li> </ul>
<b>LIBRARY-FLORENCE SCHOOL SHARED PARKING DESIGN</b>		

STUDIES	SCOPE OF WORK – DESCRIPTION	ACCOMPLISHMENTS
	Mission Hills-Hillcrest Library plans include 90 public parking spaces; Contract with consultant on design and feasibility issues related to public use of library parking.	Staff Planner monitored progress of library planning via Friends of the Library. Staff throughout the year followed up with NewSchool of Architecture and attended several public presentations of library concepts prepared by students. However, none was deemed suitable for public presentation. Future refinement of concepts by students may be possible. Library plans are on hold pending City funding.
<b>WASHINGTON INTERSECTIONS @ 4TH &amp; 5TH DESIGN</b>		
Design capital facilities to improve pedestrian access across Washington Street from the Medical Center as identified in Partnership's evaluation of pedestrian safety and the traffic calming study.	City applied for grant funding to complete the study from but Caltrans declined the application. City staff has decided to defer study until Community Plan update is completed. Results of HCMP study of Fourth, Fifth, and Sixth Avenues and report/recommendations by RBF Consulting will be integrated in community plan update anticipated to last 24-30 months.	
<b>NORMAL ST: BLAINE TO LINCOLN [DMV PROJECT]</b>		
CIP to reconstruct median strip between Blaine and University; Net 15-17 additional parking spaces; Install 4-way stop at Blaine; \$132K (DIF) also committed for construction.	Before the City Council approved the CIP for this project in June 2007, the Board set up a \$25K job order for City Engineering staff to bill against so that work could continue. However; City Engineering has experienced delays in preparing the construction documents that will push construction into late 2008. Throughout the fiscal year the Partnership has monitored DMV progress and aided in keeping local representative for Sen. Kehoe's and Rep. Soldana's offices informed of the projects progress.	
<b>BANKERS HILL-PARK WEST STREETScape DESIGN</b>		
Streetscape Design Guidelines will help create a consistent "sense of place" as new landscaping, lighting, street furnishings, identity signage, and pedestrian-friendly improvements are added.	The Partnership was successfully awarded \$18,700 from Community Project Funds to complete funding for Streetscape Design Guidelines. With the addition of Community Project Funds, we can complete this project in FY 2008-09. Uptown Partnership has set aside \$20,000. Apart from the direct project costs, the Partnership expects to contribute an additional \$2,000 in staff time to facilitate an open dialogue among the consultant, the neighborhood, City staff, and Council District 2. The consultants have pledged a \$10,000 contribution of <i>pro bono</i> services, for a total of \$30,000 already committed.	
<b>BONUS STUDY (NOT IN SCOPE OF WORK): COMMUNITY INITIATED PROJECTS</b>		

	SCOPE OF WORK – DESCRIPTION	ACCOMPLISHMENTS
STUDIES	Create a procedure for groups in Uptown to develop and propose capital projects in their area for funding by Uptown Partnership; Staff identified this study in response to growing neighborhood interest.	Comprehensive study has been split into neighborhood studies. See <i>Uptown Meter and Parking Use Study</i> above for accomplishments.

	SCOPE OF WORK – DESCRIPTION	ACCOMPLISHMENTS
PROJECTS	<b>4TH &amp; QUINCE PEDESTRIAN IMPROVEMENTS</b>	
	CIP to install a pedestrian crossing and appropriate caution signage for oncoming traffic; Includes \$25K for pedestrian safety features; City is seeking grant of \$260K.	Partnership staff volunteered to assist City in preparing an application for funding to implement intersection improvements. Partnership met with City Engineer in February 2008 to review grant application submission to SANDAG. SANDAG has postponed accepting applications for grant funding until budget constraints are reviewed. Funding source uncertain.  For the second year, the City's grant proposal to SANDAG failed to get funding; therefore, the City has put this project on hold.  City Engineering has declined to look at alternative funding for the project. City Engineering will resubmit application for SANDAG funding in April of FY 2009.
	<b>WASHINGTON-GOLDFINCH IMPROVEMENTS</b>	
	CIP to construct traffic calming and sidewalk improvements; No net gain of parking spaces; \$178K already committed for capital costs (until April 2008).  Add \$10,000 funding requested by Mission Hills BID and approved by Board in 2005 to CIP for construction of traffic calming and sidewalk improvements.	In August, the Board of Directors re-directed \$7,200 from Washington-Goldfinch intersection to Washington-India intersection, where a neighborhood monument funded by the County is being relocated.  MH BID finished executing agreement with City for median maintenance; after signing agreement Partnership transferred funds.  Payment will go to Mission Hills BID for maintenance of the reconstructed median for three years while the BID extends the boundary of the existing Maintenance Assessment District (MAD).  Partnership staff attended City's pre-construction meeting in March 2008 and encouraged coordination with second phase of Paseo project on northwest corner of intersection.  Partnership staff monitored progress of project. See <i>Construction Mitigation</i> below under the heading Community Relations for accomplishments.
<b>UPTOWN FLASHING CROSSWALKS</b>		
Install pedestrian-operated flashing crosswalks at three Uptown intersections	Partnership budgeted funds in FY 2007-08 for crossing at Fifth and Spruce.	

PROJECTS	SCOPE OF WORK – DESCRIPTION	ACCOMPLISHMENTS
	to be identified in the course of the FY primarily by community input and need.	<p>The Partnership conferred <i>repeatedly</i> with City Traffic Engineering staff during process of selecting vendors for this and similar projects.</p> <p>City is in initial phase of testing vendors and products; Partnership proposal for Fifth &amp; Spruce will be in second phase of vendor test.</p> <p>Partnership was informed Fifth and Spruce will be in third phase of vendor testing. Anticipated installation would be in FY 2009. Partnership in process of negotiating with City Engineering to process installation more efficiently.</p>
<b>HILLCREST INTERSECTION IMPROVEMENTS</b>		
Install pedestrian advance and count-down signals and ladder crosswalks at five intersections identified with assistance of City Traffic Engineering – University Ave intersections with Park Boulevard and with Fourth and Sixth Avenues; Washington Street intersections with Fourth and Fifth Avenues.	<p>Partnership monitored City installations and fund transfer for intersection improvements.</p> <p>City completed intersection evaluations and begun installation of upgraded equipment. Partnership conferred repeatedly with City Traffic Engineering staff during process of scheduling these improvements.</p> <p>Streets Division installed count-down signals at-</p> <ul style="list-style-type: none"> <li>» Washington Street and India Street</li> <li>» Washington Street and San Diego Avenue</li> <li>» Park Boulevard and University Avenue</li> <li>» Fourth Avenue and University</li> <li>» Sixth Avenue and University Avenue</li> <li>» Fourth Avenue and Washington Street</li> <li>» Fifth Avenue and Washington Street</li> </ul> <p>Project Manger, Engineer and Contract Administrator in process of reviewing job orders and correcting errors that were made.</p>	
<b>UPTOWN MULTI-SPACE METER INSTALLATIONS</b>		
Install multi-space meters for new diagonal parking on San Diego Avenue and Normal Street.	<p>Executive Director met with Contract Administrator and representatives of Community and Economic Development, City Treasurer, and CCDC on Dec. 19, 2007, to set procedures for ordering multi-space meters.</p> <p>Board of Directors at March 6, 2008 Board meeting approved installation of pay-by-space meters between University and Robinson, Normal Street, San Diego Avenue, and Ft. Stockton Avenue.</p> <p>Partnership staff met with Treasurer’s office, Engineering and the Meter Shop to review purchase order process and installation process for multi-space meter technology in May 2008.</p> <p>City Engineering will review and plan the locations approved at the March 6, 2008 Board meeting for installation of pay-by-space meters between University and Robinson, Normal Street, San Diego Avenue, and Ft. Stockton Avenue.</p>	

PROJECTS	SCOPE OF WORK – DESCRIPTION	ACCOMPLISHMENTS
<b>FLORENCE SCHOOL SHARED PARKING FACILITIES</b>		
	<p>Fund parking lot improvements required for public use of Florence School parking lot on evenings and weekends.</p>	<p>Partnership sent letter to school architect on Aug. 13, 2007. Planner and Executive Director met with school district representatives on Oct. 16, 2007, and reached agreement on the concept of leasing the Florence School parking lot for public parking during non-school hours.</p> <p>Planner and Executive Director met with representative of private parking management company on Nov. 15, 2007, to determine best use for school parking lot, <i>i.e.</i>, employee parking.</p> <p>Executive Director asked the Hillcrest BIA Director to contact a nearby business owner about leasing the school parking lot spaces for his employees.</p> <p>The use of the lot has been incorporated into Uptown Meter and Parking Use Study above under the heading studies.</p>
<b>FIVE POINTS PARKING AND TRAFFIC IMPROVEMENTS</b>		
	<p>Fund 50% of permanent curb improvements in written plan approved by City Traffic Engineering and neighborhood; Seek redevelopment funds for remaining 50%. Assist community to prepare a written plan for improving parking and circulation in the Five Points area, including a ranked list of projects, potential funding, and construction phasing; Includes \$20K for consulting.</p>	<p>Advisory Committee confirmed scope of work in July 2007. Developed plan for capital improvements. Initiated study to determine needed capital improvements.</p> <p>Drafted RFP for Neighborhood plan completed and approved, with input from two neighborhood workshops, an advisory group that met eight times, WalkSanDiego, and City Traffic Engineering staff.</p> <p>Partnership confirmed Redevelopment Agency project criteria application process in July 2007.</p> <p>Partnership contacted Caltrans and local grant recipients to ascertain grant criteria and project specifications in August and September.</p> <p>City Engineering completed construction drawings prior to publishing the RFP for this project.</p> <p>Neighborhood advisory committee met on Nov. 20, 2007, to review the draft RFP.</p> <p>Partnership met with Redevelopment Agency staff in December 2007 to outline a funding proposal.</p> <p>City completed installation of 25 metered angle-parking spaces and purchased V-calm sign for installation on San Diego Avenue, consistent with the June 2007 project report.</p> <p>Submitted application to Redevelopment Agency for improvements at intersection of Washington and Hancock</p>

PROJECTS	SCOPE OF WORK – DESCRIPTION	ACCOMPLISHMENTS
		<p>and study of pedestrian access under interstate 5. The Redevelopment approved the improvements and study in May 2008.</p> <p>Partnership hired planner to manage study funded by the redevelopment agency and take over as project manager of the Five Points project. Current planner in transitional period and in process of retiring from Partnership.</p>
	<b>BONUS PROJECT (NOT IN SCOPE OF WORK): NORMAL STREET MEDIAN</b>	
	<p>Oversee City's planning, contracting, and re-construction of Normal Street median from University to Blaine; \$149,250 of CPD funds invested in prior budget year</p>	<p>Executive Director attended meeting with City Engineering staff and KTU+A on Aug. 3, 2007, to consider final questions for construction drawings</p> <p>Staff held neighborhood workshop at KTU+A on Sept. 14 to review current design with neighbors; prepared and distributed publicity in advance</p> <p>City Engineering will bid project and select contractor. City Engineering still is in process of completing construction drawings prior to publishing the RFP for this project</p>
	<b>BONUS PROJECT (NOT IN SCOPE OF WORK): LEASE IBEW PARKING LOT FOR PUBLIC USE</b>	
<p>Oversee City's planning and contracting for the interim use of the existing parking lot at the future site (IBEW building) of the Mission Hills-Hillcrest Library.</p>	<p>Plans include the potential to add 90 public parking spaces; Staff is participating in community plan review sessions; Includes \$5K for consulting. UCSD Medical Center, a potential lessee, confirmed in August that it no longer needs off-street parking in Hillcrest. City will only lease land for 30 days at a time.</p> <p>The City's funding coordinator currently is recommending that the City postpone public review of the library design for at least another year. The City has moved this project to a low priority until a tenant presents itself.</p> <p>The Partnership will continue to monitor this project and to participate actively in community reviews when they occur.</p> <p>The Paseo project in Mission Hills is exploring leasing the lot for 12 months from the City. This would alleviate high parking demand and frustrations voiced by the neighborhood in the Mission Hills business core during construction.</p>	

	SCOPE OF WORK – DESCRIPTION	ACCOMPLISHMENTS
<b>COMMUNITY RELATIONS</b>	<b>PARKING CARD PROGRAM SALES &amp; MANAGEMENT</b>	
	<p>Program Specialist sells cards and assists public with parking and meter card information; Program Specialist oversees card program &amp; reseller sales.</p>	<p>In October 2007 the Project Manager left the Partnership to pursue graduated school. The Program Specialist was promoted to Project Manager. New Program Specialist was hired in February 2008 and trained to handle parking cards sales and program oversight.</p> <p>Program Specialist sold parking cards and reload to public 24.5 hours per week.</p> <p>Program Specialist sold \$40,940 worth of cards and reload time to public in Q1, \$36,032 in Q2, \$35,407 in Q3 and \$38,508 in Q4.</p> <p>Program Specialist assisted resellers in obtaining \$21,150 worth of cards and reload time in Q1, \$14,000 in Q2, \$15,650 in Q3 and \$20,045 in Q4.</p> <p>Daft of procedure manual for parking card sales complete. Final version to be completed in FY 2009.</p> <p>Program Specialist drafted new reseller agreements. Final version to be completed in FY 2009.</p> <p>Added new reseller in Mission Hills.</p>
	<b>UTILITY ART BOX PROGRAM</b>	
	<p>Partnership staff coordinates efforts of volunteer artists and provides art supplies to repaint sidewalk utility boxes</p>	<p>Located 120 existing utility art boxes at 90+ locations with GPS coordinates, photographed them, and assessed their condition.</p> <p>Updated data base with current locations, photos, conditions.</p> <p>Categorized art boxes needing graffiti removal as repairable and non-repairable.</p> <p>Coordinated these efforts with Hillcrest Town Council's Graffiti and Litter Committee.</p> <p>Board approved funding to clean 100+ boxes in 90+ locations on Dec. 6, 2007.</p> <p>Contractor power-washed all boxes on Dec. 19-20, 2007.</p> <p>Partnership painted boxes that artists could not restore in neutral primers on Dec. 21-22, 2007.</p> <p>Drafted Utility Art Box plan for Community Relations Committee to review.</p> <p>Interviewed intern to perform maintenance program of boxes of Summer 2009 and drafted job description. Maintenance program anticipated to begin in July 2008.</p>
<b>CONSTRUCTION MITIGATION – PUBLIC PROJECTS</b>		
<p>Executive Director works with Council offices and BIDs to alleviate public project impacts on neighborhoods</p>	<p>Bankers Hill – Park West</p> <ul style="list-style-type: none"> <li>» Staff initiated and is followed through with a neighborhood mitigation program for Bankers Hill water main project in 2007-08; working with Council</li> </ul>	

COMMUNITY RELATIONS	SCOPE OF WORK – DESCRIPTION	ACCOMPLISHMENTS
		<p>District 2.</p> <ul style="list-style-type: none"> <li>» Partnership continued to follow Bankers Hill water main replacement and update neighborhood.</li> <li>» Partnership distributed information to the neighborhoods via email and website.</li> <li>» Project Manger organized meeting in January &amp; April for Bankers Hill residents regarding water main replacement project.</li> </ul> <p>Washington and Goldfinch</p> <ul style="list-style-type: none"> <li>» Staff is initiated a neighborhood mitigation program for the Washington-Goldfinch intersection project in starting in February 2008; working with Council District 2 and Mission Hills BID</li> <li>» Partnership helped coordinate traffic plans for Washington-Goldfinch project and Paseo de Mission Hills.</li> <li>» Project Manger involvement of CLB (management team for Paseo) in community meetings.</li> <li>» In Q4 Partnership will begin construction impact meetings for Washington and Goldfinch.</li> <li>» Partnership helped coordinate traffic plans for Washington-Goldfinch project and Paseo de Mission Hills.</li> <li>» Partnership distributed information to the neighborhoods via email and website.</li> <li>» Partnership holds meetings the second and fourth Thursday of the month until the project is completed in September 2009.</li> </ul>
	<b>PUBLIC AWARENESS</b>	
<p>Partnership staff prepares newsletter (3x/yr) for distribution to 2,200 recipients, maintains current information on website, and provides parking information to public</p>	<p>Partnership staffed City Fest booth with four employees and five volunteers; Sold \$270 worth of parking cards; Distributed a new brochure and displayed a visual summary of the Partnership’s first 10 years</p> <p>Distributed newsletter to 2000+ recipients in September, January, and April 2008.</p> <p>Updated website regularly.</p> <p>Added ‘Construction Impacts’ page to website for current information on major City construction projects and updated the sit regularly.</p> <p>Created information pages on website for Washington-Goldfinch project.</p> <p>Updated website specifically parking card information, Board bios, staff bios, utility art box forms, RFP site and construction mitigation.</p> <p>Updated newsletter address database to reflect change of addresses of recipients whose newsletters were returned through out the year.</p>	

COMMUNITY RELATIONS	SCOPE OF WORK – DESCRIPTION	ACCOMPLISHMENTS
	<b>COMMUNITY ORGANIZATIONS LIAISON</b>	
	<p>Executive Director maintains close working relationships with City staff, community leaders, and political representatives and attends numerous meetings in community</p>	<p>Partnership and Partnership attended Developmental Services – Technical Advisory Committee meetings.</p> <p>Partnership attended multiple meetings addressing conflict of interest code. Partnership also communicated with Deputy City Attorney, Contract Administrator and Parking Districts to help resolve issues.</p> <p>Partnership attended Mission Hills Town Council BEC meeting and will continue to attend as a liaison for the Partnership. Partnership attended scheduled community meetings and presented updates as appropriate.</p> <p>Project Manger and Planner attended Interim Height Ordinance meetings at City Hall.</p> <p>Partnership attended multiple meetings addressing conflict of interest code. Partnership also communicated with Deputy City Attorney, Contract Administrator and Parking Districts to help resolve issues. Partnership registered with the City Clerk as a lobbying organization. Partnership attended scheduled community meetings and presented updates as appropriate.</p> <p>In addition, Partnership attended meeting of La Jolla CPD Advisory Committee as an observer at the request of a Committee member</p> <p>Partnership attended or monitored bi-monthly meetings of Downtown Parking Management Group.</p> <p>Partnership attended scheduled community meetings and presented updates as appropriate.</p> <p>Partnership presented the Five Points project to the local planning group.</p>
	<b>UPTOWN TRANSIT MONITORING</b>	
<p>Staff Planner coordinates community responses to transit changes proposed by MTS three times per year</p>	<p>June 2008 ‘shake up’ did not produce any changes in Uptown.</p> <p>January 2008 ‘shake up’ did not produce any changes in Uptown.</p>	

The following objectives are not part of the contractual Scope of Work; however, they are intrinsic to accomplishing the Scope of Work.

FIDUCIARY DUTIES	SCOPE OF WORK – DESCRIPTION	ACCOMPLISHMENTS
	<p><b>ANNUAL FINANCIAL AUDIT &amp; TAX FILINGS</b></p> <p>Contract requires annual audit, and Board follows Nonprofit Integrity Act guidelines for compliance.</p>	<p>Board selected auditor on Aug. 2; Executive Director executed audit agreement within 10 days.</p> <p>Board created Audit Committee in June.</p> <p>Executive Director drafted and distributed audit timetable.</p> <p>Executive Director and bookkeeper provided necessary documents for audit.</p> <p>Audit Committee met on Sept. 18 to begin FY 2006-07 audit.</p> <p>Audit Committee endorsed the draft and final audit reports prepared by an independent auditor.</p> <p>Board of Directors accepted the final audit report on Dec. 6, 2007, and forwarded it to the Contract Administrator.</p> <p>Partnership filed 2007 taxes and Form 990 in February 2008.</p> <p><i>Ad Hoc</i> Audit Committee completed its work in January 2008. The Audit Committee will be re-created in August 2008.</p> <p>Operation and Finance Committee recommend <i>Ad Hoc</i> Audit Committee members at their June 2008 meeting. Recommendations will be presented to the Board at the August 2008 Board meeting.</p>
<p><b>ANNUAL PLANNING</b></p> <p>Board meets annually to review progress and performance and to provide strategic direction for organization and staff.</p>	<p>Board held an Oct. 6 planning session. Executive Director and President met with facilitator on Sept. 7 to draft agenda and task list.</p> <p>Board held a facilitated discussion of strategic planning issues met on October 28, 2006; the facilitator and Executive Director prepared and circulated a report of the Board’s findings, which the Board adopted on Dec. 6, 2007.</p> <p>Executive Director drafted the annual report for FY 2006-07.</p> <p>Board of Directors approved the annual report for FY 2006-07 on Dec. 6, 2007, and forwarded it to the Contract Administrator Incorporated findings of Board retreat into annual plan and budget.</p> <p>Board of Directors scheduled a strategic planning session for May 17, 2008 to discuss pending Uptown community plan update.</p> <p>Incorporated findings of the Board strategic planning</p>	

FIDUCIARY DUTIES	SCOPE OF WORK – DESCRIPTION	ACCOMPLISHMENTS
	<b>ANNUAL REPORTING</b>	
	Contract requires FY report submission.	<p>Executive Director developed quarterly report format to provide periodic summaries to the contract administrator and to lay the groundwork for submitting the annual report in FY 2007-08.</p> <p>Executive Director drafted the annual report for FY 2006-07 for Board review.</p> <p>Board of Directors approved the annual report for FY 2006-07 on Dec. 6, 2007, and forwarded it to the Contract Administrator Partnership completed second quarter report and forwarded report to the Contract Administrator around January 15, 2008.</p> <p>Partnership began to draft Annual Budget and Plan for FY 08-09.</p> <p>Partnership completed First quarter, second quarter, and third quarter report and forwarded reports to the Contract Administrator. The fourth quarter report was drafted and will be sent to the contract administrator in FY 08-09.</p>
	<b>ANNUAL STAFF EVALUATIONS</b>	
	Executive Director reviews performance and prepares written report for each staff member at end of calendar year.	<p>Project Manager resigned effective Sept. 30; Executive Director promoted Program Assistant to Project Manager position.</p> <p>Partnership hired new Program Assistant in October until terminated in January. Partnership hired new Program Assistant in February 2008.</p> <p>Planner retired from all Partnership projects except one, which he anticipates will involve a minimal amount of time in the next 8 months.</p> <p>Partnership hired new planner in March 2008 to complete the next phase of the Five Points project, which retired planner had been working on.</p> <p>Hired Planner in April 2008 to continue the research and analysis will leave at the end of July 2008 to attend law school. We are seeking a Planning Analyst to fill this position in September 2008.</p> <p>Executive Director scheduled and conducted performance reviews for Project Manager and Staff Planner during 2<sup>nd</sup> and 3<sup>rd</sup> weeks of December 2007; Program Assistant's performance reviewed after 90-day orientation period complete in May 2008.</p> <p>Executive Director prepared a self-evaluation to be reviewed by the Operations &amp; Finance Committee at its next meeting in March 2008.</p>

FIDUCIARY DUTIES	SCOPE OF WORK – DESCRIPTION	ACCOMPLISHMENTS
		Executive Director prepared annual staffing FY 2008-09 recommendations to the Operation and Finance Committee meeting at the committee's June 2008. Staff reviews are scheduled for December 2008.
	<b>ANNUAL BUDGET AND SCOPE OF WORK PREPARATION</b>	
	Contract requires submission of annual budget and scope of work prior to end of FY.	<p>City Council approved FY 2007-08 contract and budget in July 2007</p> <p>At April 10 meeting, Board of Directors approved Annual Budget and Plan for FY 08-09 and forwarded documents to Contract Administrator.</p> <p>At April 10 meeting, Board of Directors approved Annual Budget and Plan for FY 08-09 and forwarded documents to Contract Administrator.</p> <p>As of end of fourth quarter (Q4) Partnership had not received contract language for FY 2008-09.</p>
	<b>MONTHLY BOARD MEETINGS</b>	
Schedule and prepare action agendas for 10 meetings per year (monthly except January and July).	<p>All tasks accomplished for Board meetings August, September, October, February, March, April, May, and June.</p> <p>All tasks accomplished for Board special meetings in October and May.</p> <p>Community Relations Committee met in January and April.</p> <p>Planning and Projects Committee met in July, February, and May.</p> <p>Operations and Finance Committee met in August, March, and June.</p>	